CHECKLISTS OF ITEMS NEEDED WHEN YOUR PROPOSAL INCLUDES A SUBAWARD

AT THE TIME OF PROPOSAL

Ask the subrecipient investigator to provide you with the following items.

All items are required before your application can be approved and endorsed by the Office of Research Services (ORS).

ORS will search the federal SAM database to ensure the subrecipient is not on the exclusion list.

☐ Statement of Intent (signed by the subrecipient’s authorized official)
  • Must include language that their institution has a financial conflict of interest (FCOI) policy in place or that they agree to abide by our FCOI policy.
☐ F&A Rate Agreement
☐ Confirmation of their current institutional fringe benefit rates
☐ Letter(s) of Support to our PI from Key Personnel who will be included on the application form
☐ Scope of Work (description of the work to be performed, deliverables, timeline, etc.)
☐ Biosketches of Key Personnel who will be included on the application form
☐ Facilities and Other Resources
☐ Equipment
☐ Detailed Budget
☐ Budget Justification

☐ For the SF424 application form, you will also need to obtain the subrecipient’s business address, DUNS number, and congressional district.

UPON RECEIVING THE INITIAL NOTICE OF AWARD

☐ Subaward Initiation Form (available in the postaward section of our website)
☐ Subaward Agreement
  • Templates (FDP and industry) are available in the postaward section of our website.
  • Must contain language regarding:
    • OMB Uniform Guidance, 2 CFR 200, compliance
    • FCOI compliance
    • Whistleblower Rights clause
    • Registry in SAM, the federal System for Award Management
    • DUNS number
    • Reporting Requirements
      (If using FDP forms, all of these items are already addressed.)
☐ FFATA form (required only if you are using forms other than the current standard FDP forms)
☐ Proof of IRB approval (if applicable)
☐ Proof of IACUC approval (if applicable)

PRIOR TO ISSUING AN AMENDMENT FOR SUBSEQUENT PROJECT PERIODS

☐ Written Progress Report (from subrecipient PI to our PI)
☐ Proof of IRB approval (if applicable)
☐ Proof of IACUC approval (if applicable)
☐ Continuing compliance with OMB Uniform Guidance, 2 CFR 200 (procured annually by SPA)